

# CALIFORNIA

## OCCUPATIONAL GUIDES

### WORD PROCESSORS AND TYPISTS

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INTEREST AREA  
OFFICE



#### WHAT DO WORD PROCESSORS AND TYPISTS DO?

Organizations today need to process a rapidly growing amount of information. WORD PROCESSORS AND TYPISTS handle this work. They use typewriters, word processors, and personal computers to type letters, reports, and other documents from rough drafts written by others.

Word Processors and Typists perform the following tasks:

- Sort and file materials.
- Answer telephones.
- Record information.
- Sort and distribute mail.
- Handle and account for cash.
- Prepare simple statistical reports.
- Operate business machines.

- Run errands.
- Locate and correct spelling errors using computer software features.
- Proofread and correct grammar and punctuation errors on documents.
- Load paper in printers.
- Change print wheels or fluid cartridges.
- Activate printers to obtain the desired "hard" copies on appropriate paper or forms.
- Format information into charts and tables.

Word Processors do their work on personal computers, word processors, composing machines, text-editing machines, or computerized typewriters. They enter information onto keyboards from written drafts or transcribing equipment, such as tape.

Some Typists work in areas such as law, medicine, engineering or foreign language, and use special terms that relate to these fields.

Technicians maintain a filing system on computers, diskettes, or tape drives. They sometimes use an optical scanner to input data.

#### WHAT SKILLS ARE IMPORTANT?

Some of the important skills, knowledge, and abilities for Word Processors and Typists include:

- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Wrist-Finger Speed – The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Near Vision – The ability to see details of objects at a close range.

- **Written Comprehension** – The ability to read and understand information and ideas presented in writing.
- **Clerical Knowledge** – Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology.
- **English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### WHAT'S THE WORK ENVIRONMENT?

Word Processors and Typists are employed in a variety of private businesses ranging from all secretarial services to large companies and government agencies. They may work in central word processing centers within a large organization. They may work in a small office performing a variety of additional clerical duties. Most work in modern offices with air conditioning and good lighting. Some may work in cramped areas in industrial plants or trailers.

Glare from computer monitors may cause eyestrain after prolonged periods. Some employers permit extra rest periods for these workers. Workers who follow safety guidelines for positions of equipment avoid cumulative trauma disorders caused by repetitive motion.

#### **Union Membership**

Some Word Processors and Typists are represented by unions, particularly those working for government agencies.

### WHAT'S THE CALIFORNIA JOB OUTLOOK?

The following information is from the occupational projections produced by the Employment Development Department's Labor Market Information Division:

Estimated number of workers in 1998:	56,300
Estimated number of workers in 2008:	44,900
Projected Growth 1998-2008:	-20.2%
Est. openings due to separations by 2008:	9,900

*These figures do not include self-employment.*

Although this is one of the largest occupations in California, its numbers are in decline. Many professional and managerial staff complete their own work on computers. Word Processors and Typists formerly did this work. Optical character readers (scanning devices) and voice recognition systems greatly reduce the need for entry of data. Nearly 10,000 job openings will occur in California during the 1998-2008 period despite declining numbers. These openings occur from the need to replace Word Processors and Typists who permanently leave the field.

#### **Trends**

Word Processors and Typists work in all industries. In recent years, many employers have hired Word Processors and Typists through temporary help agencies.

### WHAT DOES THE JOB PAY?

#### **California Earnings**

##### Word Processors and Typists 2001 Wages

Hourly wages range from	\$11.90	to	\$16.34
Average hourly wage	\$14.35		
Average annual wage	\$29,858		

*Source: Occupational Employment Survey of Employers by EDD/LMID.*

Salaries vary significantly in this occupation depending on location, size, type of firm, education, experience, and skills of workers. Generally, Typists receive higher salaries if they have word processing experience and know software programs. Nationally, wages tend to be highest in transportation, government, and public utilities, and lowest in the retail trade, finance, insurance, and real estate industries.

#### **Hours**

Most Word Processors and Typists work a standard 40-hour week.

#### **Benefits**

Larger employers provide sick leave, vacation, health insurance, and retirement plans. Some temporary agencies provide benefits to workers who remain with the company.

**HOW DO I PREPARE FOR THE JOB?*****Education and Training***

Most entry-level workers have at least a high school education with some office training and related work experience. Some take business courses in community colleges, private business schools, or public adult schools. Others train themselves by using software or videotapes.

Regional Occupation Programs (ROP), located in school districts throughout the State, provide excellent opportunities for high school students to get both classroom training and real job experience with local employers. Most employers now expect office workers to use word processors and computers skillfully.

Job seekers usually must pass typing and written tests that assess spelling, grammar, and punctuation skills.

Some employers hire only graduates of business programs from community colleges, private schools, high schools, or adult education programs.

***Licensing and Certification***

There are no licensing and certification requirements for Word Processors and Typists.

***Continuing Education***

There are no continuing education requirements for Word Processors and Typists.

**HOW DO I FIND THE JOB?**

Direct application to employers remains one of the most effective job search methods. Private firms are listed in the yellow pages under Desktop Publishing, Temporary Employment, Word Processing Services, and Secretarial Services.

California job openings can be found at various online job-listing systems including CalJOBS<sup>SM</sup> at [www.caljobs.ca.gov](http://www.caljobs.ca.gov) or at America's Job Bank at [www.ajb.dni.us](http://www.ajb.dni.us).

For other occupational and wage information and a listing of the largest employers in any county,

visit the Employment Development Department Labor Market Information Web page at [www.calmis.ca.gov](http://www.calmis.ca.gov). Find further job search assistance from your nearest Job Service office [www.edd.ca.gov/jsloc.htm](http://www.edd.ca.gov/jsloc.htm) or the closest One-Stop site listed on the California WorkNet site, [www.sjtcc.ca.gov/sjtccweb/one-stop](http://www.sjtcc.ca.gov/sjtccweb/one-stop).

**WHERE CAN THIS JOB LEAD?**

For many people, a job as a Word Processor or Typists is their first job after high school graduation or after a period of full-time family responsibilities. Advancement prospects are better in large organizations. Word Processors and Typists can promote to such occupations as office technician, secretary, desktop publishing specialist, or clerical supervisor.

**OTHER SOURCES OF INFORMATION**

Employment Projections by Occupation  
[www.calmis.ca.gov/htmlfile/subject/occproj.htm](http://www.calmis.ca.gov/htmlfile/subject/occproj.htm)

Employment and Wages by Occupation  
[www.calmis.ca.gov/file/occup\\$/OES\\$.htm](http://www.calmis.ca.gov/file/occup$/OES$.htm)

**RELATED OCCUPATIONAL GUIDES**

Data Entry Keyers	No. 16
Stenographers	No. 25
Secretaries	No. 128
Legal Secretaries	No. 172
Medical Secretaries	No. 177

**OCCUPATIONAL CODE REFERENCES****SOC** (*Standard Occupational Classification*)

Word Processors and Typists 43-9022

**O\*NET** (*Occupational Information Network*)

Word Processors and Typists 43-9022.00

**OES** (*Occupational Employment Statistics*)

Typists, including Word Processing 55307

**DOT** (*Dictionary of Occupational Titles*)

Clerk, Typist	203.362-010
Word Processing Machine Operator	203.382-030
Transcribing-Machine Operator	203.582-058
Typist	203.582-066
Notereader	203.582-078
Continuity Clerk	209.382-010